

# PLACER COUNTY PARKS AND GROUNDS DIVISION

## APPLEGATE COMMUNITY PARK USAGE POLICIES

### GENERAL POLICIES

Reservations are available for Applegate Community Park by contacting the Placer County Parks Division at (530) 886-4901. Application must be made **NO LESS THAN TEN (10) WORKING DAYS** prior to the anticipated event. Reservation Applications are taken for the baseball field and BBQ Pavilion. All areas of the park that are not reserved are available on a first-come, first-serve basis.

A completed application package, including, a signed Application, Hold Harmless and Indemnification Form, Applicable Fees, and Certificate of Insurance (if required) must be received by the Department of Facility Services **WITHIN TEN (10) WORKING DAYS OF THE INITIAL RESERVATION REQUEST**. When the Reservation is made your last name or the name of your organization will appear on the Placer County Parks Web calendar as well as on the calendar in the kiosk at the park you are reserving **(NO OTHER INFORMATION WILL BE RELEASED)**.

There is an Application Fee of \$5.00 for each reservation. There will be an additional \$5.00 fee for every change to the initial reservation. This Application Fee is not refundable.

PAYMENTS of fees and deposits must be in the form of a check or money order payable to "Placer County Facility Services". **CASH WILL NOT BE ACCEPTED FOR PAYMENTS**. Two checks/money orders will be required for each reservation: One for the Reservation and Application Fee and One for the Cleaning/Damage Deposit.

CANCELLATIONS must be made within ten (10) working days prior to the reservation date. No refunds will be given after this time period.

BRINGING DOGS to the park is discouraged; however, if a dog is in the park, it must be on a leash no longer than 6 feet, and it's owner is responsible for cleaning up after it.

AMPLIFIED MUSIC is not allowed in the park without a request for amplified sound signed by the Parks Administrator.

### CERTIFICATES OF INSURANCE

Certificates of Insurance (MINIMUM OF \$500,000 Liability) may be required for park reservations depending on the scope of the event. The Certificate of Insurance shall name Placer County as an Additional Insured party on the policy containing language as specified below, and show the location and dates of facility usage and the amount of insurance coverage.

**"The County of Placer, its officers, agents, and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement." "The insurance provided is primary coverage of the County of Placer with respect to any insurance of self-insurance programs maintained by the County, and no insurance held or owned by the County shall be called upon to contribute to a loss."**

Special Event insurance may be purchased from the County's Risk Management Division by calling (530) 886-2603.

### FIELD USE

Field use fee is \$2.00 per hour for non-profit leagues, \$5.00 per hour for the general public and \$20.00 per hour for Commercial and School use per field.

The field shall not be used within 24 hours of rain without first checking with the Parks Division at (530) 886-4900. Fields shall not be used when soggy field conditions exist. Any damage done to the fields as a result of use shall be the responsibility of the user to repair, or the user will need to pay Placer County's cost to make the repair as determined by the County. Alternate available dates may be offered in the event of inclement weather by notifying the Parks Division the following day. During any unreserved time period(s), a field shall be available on a first-come, first-serve basis. However, if our Parks crew needs to perform maintenance work, you may be asked to leave the field.

## **BBQ PAVILION AREA**

There is a \$50.00 Reservation Fee for the group BBQ Pavilion and a \$50.00 refundable cleaning/damage deposit (deposit may vary depending on the scope of the event at the discretion of the Director of Facility Services).

Groups wishing to provide additional recreational opportunities for their guests (such as booths, dunk tank, stages, etc.) must provide the County with a written request at least 30 days prior to the date of the event. The request should include the date of the event, size of the group, a map showing the location of booths and activities, along with a list of the types of booths and activities. Utilizing this information, the County may then determine the appropriateness of booth and activity locations, amount of liability insurance, and the Deposit required.

## **LARGE EVENTS**

PARKING must be planned for large events.

Casual use will take up some available parking sites. If you expect your event to approach levels that will exceed parking capability, you must make arrangements with the Parks Division, (530) 886-4901. ILLEGALLY PARKED VEHICLES WILL BE TICKETED OR TOWED.

ELECTRICITY is available in the BBQ Pavilion area. Arrangements must be made in advance with the Parks Division to have it turned on.

PORTABLE RESTROOM FACILITIES may be required for groups in excess of 100 at a rate of 1 per 100 people.

DUMPSTERS may be required for large event-generated refuse. Applicant can make these arrangements by contacting the local disposal service.